



**Cardiff  
Metropolitan  
University**

**Prifysgol  
Metropolitan  
Caerdydd**

## **JOB DESCRIPTION**

<b>Job Title:</b>	<b>Lecturer in Sport and Exercise Science</b>
<b>Department:</b>	<b>Cardiff School of Sport and Health Sciences</b>
<b>Location:</b>	<b>Cyncoed Campus</b>
<b>Grade:</b>	<b>7 AB</b>
<b>Salary:</b>	<b>£40,322- 45,361 per annum</b>
<b>Hours:</b>	<b>37 hours per week</b>
<b>Tenure:</b>	<b>Fixed term until 31 August 2022</b>

*This job description is indicative, not prescriptive, and the balance of duties will be in accordance with the contract of employment.*

### **Role Summary:**

This is a key post that will contribute to the ambitions of the University's Strategic Plan 2017/18 – 2022/23.

This post will be of interest to a highly qualified and motivated individual keen to work in a renowned School of Sport and Health Science. Candidates will need expert knowledge and experience of Sport and Exercise Science, with subject-specific knowledge in either psychology, biomechanics or physiology, but with interdisciplinary knowledge highly valued. The successful candidate will make a major contribution to the delivery of sport and exercise science modules on the undergraduate and postgraduate programmes. They will be expected to contribute to subject-specific modules in sport and exercise science (psychology and/or biomechanics and/or physiology), as well as interdisciplinary modules in sport and exercise science and cross-school modules in research methods and professional development, as well as being able to supervise undergraduate and postgraduate dissertation projects. The ability to teach across more than one-subject specific discipline at level 4 would be highly desirable. Candidates should have the ability to plan and deliver lectures, practical sessions and seminars embracing innovative teaching methods including

both face-to-face and digitally facilitated remote teaching. The successful applicant will also be expected to undertake pastoral roles such as personal tutoring and to engage in the successful management of the SES undergraduate programme. You will be joining a team with a strong track record of research and innovation and you will need to demonstrate the ability to contribute to this strategic agenda.

## **Principal Responsibilities and Key Duties:**

### ***Teaching and learning support***

- Design teaching material and deliver either across a range of modules or within a subject area.
- Use appropriate teaching, learning support and assessment methods both face-to-face and in virtual learning environments.
- Supervise student projects, and/or e.g. field trips and, where appropriate, placements.
- Identify areas where current provision is in need of revision or improvement.
- Contribute to the planning, design and development of objectives and material.
- Set, mark and assess work and examinations and provide feedback to students.
- Could be expected to act as a module leader.

### ***Research and scholarship***

- Support the development of research objectives, projects and proposals.
- Participate in, and supervise where appropriate, individual or collaborative research projects.
- Support the identification of sources of funding and contribute to the process of securing funds.
- Apply knowledge acquired from scholarship to teaching, research and appropriate external activities.
- Write or contribute to publications and disseminate high impact research findings.
- Make presentations at conferences or exhibit work in other appropriate events.

### ***Communication***

- Routinely communicate complex and conceptual ideas.

### ***Liaison and networking***

- Participate in and help develop internal and external networks for the benefit of Cardiff Metropolitan University in the areas of teaching, research and innovation.

### ***Managing people***

- Mentor colleagues with less experience and advise on personal development.
- Depending on the area of work, could be expected to supervise the work of others.

### ***Teamwork***

- Act as a responsible team member, leading where agreed, and develop productive working relationships with other members of staff.
- Collaborate with colleagues to identify and respond to students' needs.

### ***Pastoral care***

- Could be expected to act as a personal tutor.
- Be responsible for the pastoral care of students within a specified area.
- Deal with standard problems and help colleagues resolve their concerns about progress in research.

### ***Initiative, problem-solving and decision-making***

- Assess, interpret and evaluate outcomes of research.
- Identify the need for developing the content or structure of modules with colleagues and make proposals on how this should be achieved.
- Develop ideas promoting the subject and/or research areas.
  - e.g. Develop ideas and find ways of disseminating and applying the results of research and scholarship.
  - e.g. Responsibility for the design and delivery of own modules and assessment methods.
  - e.g. Collaborate with colleagues on the implementation of assessment procedures.
  - e.g. Advise others on strategic issues such as student recruitment and marketing.
  - e.g. Contribute to the accreditation of courses and quality control processes.

### ***Planning and managing resources***

- As module leader or tutor, co-ordinate with others (such as support staff or academic colleagues) to ensure student needs and expectations are met.
- Manage projects relating to own area of work.
- Participating in developing ideas for generating income.

### ***Sensory, physical and emotional demands.***

- Balance the pressures of teaching and administrative demands and competing deadlines.

### ***Work environment***

- Within the context of Cardiff Metropolitan University's H&S policy, depending on area of work and level of training received, may be expected to conduct risk assessment and take responsibility for the health and safety of others.

### ***Expertise***

- Possess sufficient breadth or depth of specialist knowledge in the discipline to develop teaching and/or research programmes and the provision of learning support.
- Use a range of delivery techniques.

### ***Standard Notification***

**These guidelines are provided to assist you in the performance of your contract. The university is a dynamic organisation; therefore changes may be required from time to time. Any changes will be made in consultation with the post-holder. The Summary of Duties and Responsibilities is not intended to be an exhaustive list of tasks performed. Other associated technical tasks are likely to be performed as directed by the line manager.**

**It is accepted that individual staff will have a specialist skills and knowledge base in relation to the role they have been appointed to. In addition to this, Cardiff Metropolitan University expects that all staff will contribute to the vision and ethos of the university and conduct themselves in a professional, courteous and student/customer focused manner at all times. All staff should have particular regard for their responsibilities under Cardiff Metropolitan University's Equalities, Financial, Environmental and Sustainability, Human Resources and Health and Safety policies and procedures.**



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**PERSON SPECIFICATION**

Post: Lecturer in Sport and Exercise Science

Unit/School: Cardiff School of Sport and Health Sciences

**\*Key**

- A - Application form
- I - Interview
- P - Presentation

FACTORS	ESSENTIAL AND DESIRABLE CRITERIA	ASSESSED BY		
		A*	I*	P*
<b>Education and Qualifications (Essential)</b>	A good honours degree in sport and exercise science (or similarly related subject)	X		
	A doctorate in relevant area or the ability to achieve an earned doctorate within 6 months.	X		
	Ability to achieve Fellow Status as part of the Higher Education Academy's Professional Recognition scheme, within a 3 year period.	X		
<b>Education and Qualifications (Desirable)</b>	Fellow Status as part of the Higher Education Academy's Professional Recognition scheme.	X		
	Accreditation with a relevant professional body, such as the British Psychological Society or British Association of Sport and Exercise Science	X		
	Membership of a professional body	X		
<b>Knowledge (Essential)</b>	A good level of knowledge relevant to the subject and professional area.	X	X	X
	Evidence of undertaking continuous professional development (CPD).	X		
	A sound understanding of pedagogy	X	X	
	A sound understanding of research/innovation and scholarly activity	X	X	X
<b>Knowledge (Desirable)</b>				

<b>Skills and Abilities Relating to Role (Essential)</b>	Ability to develop teaching and/or research programmes and the provision of learning support.	X	X	X
	Ability to design teaching and learning material.	X	X	
	Ability to employ appropriate assessment methods.	X	X	
	Ability to support the development of research and innovation objectives, projects or proposals.		X	
	Ability to employ appropriate methods for disseminating research findings.	X		
	Ability to contribute to the achievement of the School Development Plan and the development of other school activities.		X	X
	Ability to undertake administrative duties in an accurate and timely fashion.	X	X	
	Ability to plan workloads and projects and manage resources effectively.	X	X	
	Ability to identify areas for improvement and to use initiative and problem solving skills to improve performance.		X	X
	Ability to take responsibility for a number of key areas such as module tutor, research supervision at undergraduate level.		X	
	Ability to communicate and disseminate complex and conceptual ideas in a variety of ways – presentations at conferences, reports on findings, publications, feedback etc.	X	X	X
	Ability to develop productive working relationships as part of a professional team		X	
	Ability to work collaboratively on research projects through the development of appropriate partnerships	X	X	
	Ability to design e-learning material.	X	X	
<b>Skills and Abilities Relating to Role (Desirable)</b>				

<b>Experience Paid/Unpaid (Essential)</b>	<p>Experience of teaching / research or equivalent.</p> <p>Experience of attracting or generating funds/income through a variety of sources.</p> <p>Experience of working with others in a supervisory/guiding/supporting/mentoring capacity.</p>	<p>X</p> <p></p> <p>X</p>	<p>X</p> <p>X</p> <p>X</p>	
<b>Experience Paid /Unpaid (Desirable)</b>	<p>Experience of teaching and research in Higher Education.</p>	<p>X</p>		
<b>Other Requirements (Essential)</b>	<p>Ability to demonstrate a commitment to Equality and Diversity, Health and Safety, Quality Standards.</p>	<p>X</p>		
<b>Other Requirements (Desirable)</b>	<p>Ability to speak Welsh</p>	<p>x</p>		